

Army Regulation 70-22

RESEARCH AND DEVELOPMENT

**CENTERS FOR
ANALYSIS OF
SCIENTIFIC
AND
TECHNICAL
INFORMATION**

Headquarters
Department of the Army
Washington, DC
15 March 1971

UNCLASSIFIED

SUMMARY of CHANGE

AR 70-22

CENTERS FOR ANALYSIS OF SCIENTIFIC AND TECHNICAL INFORMATION

Not applicable.

RESEARCH AND DEVELOPMENT

CENTERS FOR ANALYSIS OF SCIENTIFIC AND TECHNICAL INFORMATION

By Order of the Secretary of the Army:

W. C. WESTMORELAND
General, United States Army
Chief of Staff

Official:

KENNETH G. WICKAM
Major General, United States Army
The Adjutant General

Summary. This revision implements DOD Directive 5100.45 and eliminates reporting requirements for information analysis centers.

Applicability. Not applicable.

Proponent and exception authority. The proponent agency of this regulation is the Office of the Chief of Research and Development.

Army management control process. Not applicable.

Supplementation. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to Chief of Research and Development, ATTN: CRDIS; other commands will furnish one copy of each to the next higher headquarters.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Chief of Research and Development, ATTN: CRDIS, Department of the Army, Washington, DC 20315

Distribution. To be distributed in accordance with DA Form 12-9 requirements for AR, Research and Development.
Active Army: C (Qty Rqr Block No. 160).
ARNG: D (Qty Rqr Block No. 161).
USAR: D (Qty Rqr Block No. 161).

History. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

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RESERVED

Section I GENERAL

1. Purpose.

This regulation prescribes policy and procedures to be followed by all appropriate Department of the Army commands and agencies for establishing, funding, operating, administering, dis-establishing and using Centers for Analysis of Scientific and Technical Information (hereinafter referred to as "information analysis centers"). These centers will be within the framework of the Department of Defense and Department of the Army Scientific and Technical Information Program.

2. Scope.

a. Location. Information analysis centers included within this regulation may be located at—

- (1) Department of the Army installations, laboratories, or activities.
- (2) Contractor installations.
 - (a) Universities or colleges.
 - (b) Industrial firms.
 - (c) Nonprofit institutions.
- (3) Other Government installations.

b. Subject coverage. Subject areas covered by an information analysis center may be determined from either of two categories:

(1) *Discipline-oriented.* The subject area will be all or a clearly defined part of a recognized scientific or engineering discipline which has its own literature or professional traditions.

(2) *Mission-oriented.* The subject area will be a specific weapons system or military activity of special interest to the Department of the Army and therefore an area which requires an interdisciplinary approach.

c. Size. No specific requirement is imposed upon size as a pre-requisite to qualify as an information analysis center. Units performing the essential functions of such a center may range from the part-time service of a single individual up to the full and part-time services of several hundred individuals.

3. Explanation of terms.

For the purpose of this regulation, the following explanation of terms apply:

a. Center for Analysis of Scientific and Technical Information. A center exclusively concerned with review or analysis of scientific or engineering data will be considered an information analysis center. Such centers are distinguished from documentation centers and libraries, since their functions are primarily concerned with the handling of documents rather than the technical information contained in the documents.

b. Data. Any representation such as characters or analog quantities to which meaning may be assigned. Data is a form of information and may be expressed in digital, graphic, or symbolic form.

c. Information. The meaning assigned to data, or a description of, extension of, or elaboration on data. Throughout this regulation and term "information," i.e., the meaning assigned to knowledge expressed in verbal or nonverbal symbols.

d. Analysis. The term "analysis" means the qualified and/or quantified evaluation of information requiring technical knowledge and judgment.

4. Mission.

The primary mission of an information analysis centers is as follows:

a. Clearly defines specialized area of interest. It entails clearly defined and specialized subject matter, which may be oriented either to a scientific or engineering discipline or to a specific mission of the agency supporting it.

b. Gathers information. The input comprises the world's scientific and technical results drawn from published literature, unpublished documents, meetings or symposia, personal visits, or from any other sources or media available, both foreign and domestic. An aggressive acquisition program is a necessary prerequisite for the establishment of an information evaluation center. This includes translated foreign publications. For un-translated material in the specialized area of interest, a translation channel should exist for titles, summaries, abstracts, or complete translations as required. Data are forms of information in this context.

c. Analyzes information using staff experts. In addition to a staff technically trained in the field of specialization and in information processing, a distinguishing characteristic is the use, by the center, of laboratory personnel working in the area of specialization as consultants. This requires day-to-day contact between these specialists and significant research and development activities in their field.

d. Evaluates and condenses information. The critical process of evaluation involves expert judgment of the value of new information through analysis, comparison, and appraisal relative to information previously acquired. Information is condensed, summarized and retained. Information will be stored so that it can be presented in a form to meet user

requirements, ranging from highly condensed information for management to detailed information for bench scientists and engineers. This entails a continuous refinement of indexing and retrieval methods.

e. Provides individual user services. Foremost, the center answers questions. Communications can consist of specific items of evaluated data or information, current summaries on technical trends, comprehensive state-of-the-art analyses, and specialized advisory services. The center also provides services relating to identification and filling of gaps in information and to preparation of vocabularies for their area of specialization.

5. Policy.

a. The Department of the Army, after balancing the advantages of central review of pertinent information against the disadvantages of potential bias on the part of the reviewing group endorses further development of the information analysis center concept, with special emphasis upon the evaluation aspects of the concept.

b. Information analysis centers supported by the Department of the Army will provide service to the entire DOD community. Where appropriate and where assigned the responsibility by the Department of Defense, some Department of the Army centers will provide services to other Federal agencies and their contractors.

c. Each information analysis center will be maintained only as long as it provides a necessary service, in an efficient and economical manner, to a representative body of users in the Defense community or, where appropriate, to the Federal Government.

d. Information analysis centers are usually associated with technical organizations engaged in research, development, test or evaluation, or other investigating work on the subject areas covered by the respective center.

e. Classified information will be disseminated and safeguarded in accordance with AR 380-5 and AR 380-10. Limitations for release of documents, as set forth in AR 70-31, will be similarly observed with respect to release of information extracted from all documents bearing a release limitation.

6. Responsibility.

a. Each Department of the Army command or agency will provide the necessary administrative and budgetary support for the information analysis centers assigned to it.

b. Each command or agency assigned responsibility by the Department of the Army for information analysis centers will evaluate the effectiveness of each center annually. Particular attention will be given to the adequacy of the level of funding in relation to the demand for services. If as a result of these evaluations, major changes in funding, manpower, or operations are required, the proposed changes will be submitted to the Chief of Research and Development, Headquarters, Department of the Army.

c. Authority for establishing a new information center or for making a major change in scope or subject area of an existing center, or for dis-establishing an existing center, rests with the Director of Defense Research and Engineering through the Chief of Research and Development.

Section II

PROCEDURES FOR ESTABLISHING INFORMATION ANALYSIS CENTERS

7. Budget.

Each Department of the Army command or agency responsible for information analysis centers will program and budget for assigned information analysis centers. Upon approval of establishment or dis-establishment of a center the Chief of Research and Development, Department of the Army, will provide appropriate financial instructions on a case by case basis.

8. Establishment.

a. Recommendations for establishment of a new information analysis center may arise from any source, in or out of the Department of the Army.

b. Proposals for establishment of a new center will be forwarded to the Chief of Research and Development, ATTN: Director of Army Technical Information, Department of the Army, Washington, DC 20310. Such proposals will be forwarded through the same channels in the Department of the Army that are used for authorizing new projects. Final approval for establishment of a new center will be obtained from the Director of Defense Research and Engineering by the Chief of Research and Development, Department of the Army.

c. Approval will be based on a clearly demonstrated need and capability and will include consideration of at least the following criteria:

(1) Assurance that personnel technically competent in the subject field are available to perform the critical review and evaluation functions of the center.

(2) Clear definition of subject fields to be covered and demonstration that other centers do not already exist in the field.

(3) Adequate financial support and plans for future support for achieving the announced objectives of the center.

- (4) Justification by comparative cost and effectiveness evaluation of alternate ways of doing the job.

9. Operation.

a. Input. Each information analysis center will, as a minimum requirement, be responsible for—

- (1) Acquiring and storing, under bibliographical control, the available world's literature in its subject area of technical specialization.

- (2) Acquiring and storing, under bibliographical control, the available unpublished reports, memoranda, and miscellaneous documents related to technical aspects of its subject area of specialization.

- (3) Developing and maintaining reasonable and periodic contact, through personal visit or correspondence, with senior investigators or practitioners engaged in technical work related to its specialized subject areas.

- (4) Participating in and/or planning major technical conferences or symposia containing a sufficient number of competent papers in the center's subject area of technical specialization to attract the attention of senior investigators or practitioners.

b. Processing. Each information analysis center will, as a minimum requirement, perform the following operations:

- (1) Identify, collect, and retain those documents and other source material, which provide useful additions to the knowledge or understanding of the center's subject area of technical specialization.

- (2) Abstract and/or extract from each document retained or each source of knowledge (letter, phone call) which provides information concerning a significant technical event relating to the center's subject area.

- (3) Prepare critical reviews of monographs, or equivalent publications on the state-of-the-art in selected segments of the center's subject area.

c. Output. Each information analysis center will, as a minimum requirement and within the limits of security and the need to know, be responsible for—

- (1) Distributing, periodically a list of new and significant publications in its subject area, complete with abstract or extract, and reflecting an evaluation of the published work.

- (2) Answering inquiries for information from qualified persons in the Army or, in some instances of wider assignment, from any qualified person.

- (3) Providing for visits to the center by qualified persons seeking information.

- (4) Preparing and/or distributing state-of-the-art reports, monographs, or equivalent publications on selected segments of the center's subject area.

10. Distribution of documents.

a. All formally issued documents, other than correspondence in response to inquiries, will include the Defense Documentation Center (DDC) on their distribution in accordance with AR 70-31. This requirement includes the annual reports of the centers and such documents as directories of research personnel in a specific subject area.

b. Prescribed security procedures for the handling of classified documents will be observed. No restrictions are placed upon receipt of material of any classification or designated special categories, provided that the center has personnel qualified to receive the material and has established appropriate security safeguards.

c. Information analysis centers will not provide secondary distribution of Army generated reports. Any center engaged in this type of activity will transfer the activity to the Defense Documentation Center (DDC) in accordance with AR 70-11.

Section III

DIESTABLISHMENT OF INFORMATION ANALYSIS CENTERS

11. General.

The Department of the Army's resources that can be applied to information analysis centers are limited. Hence, as mission priorities are changed, information analysis centers also are changed. Therefore, some information analysis centers will be eliminated when their contribution to the Department of the Army mission or other assigned mission no longer justifies the expenditure of limited resources. When this circumstance occurs, the procedures in paragraph 12 will apply.

12. Procedures for disestablishment.

a. The Department of the Army command or agency responsible for administration and funding of the center will notify the Chief of Research and Development, Department of the Army, ATTN: Director of Army Technical Information of plans to disestablish the information analysis center. This information will be made available to the Chief of Research and Development at least 120 days before the proposed date of dis-establishment. Final approval for the dis-establishment of an information analysis center will be obtained from the Director of Technical Information, DDRE, by the Chief of Research and Development following a thorough appraisal of each case.

b. Concurrent with the information in a above, the Chief of the center will be notified to—

- (1) Inventory his document collection including those prepared by the center.

(2) Identify all holdings not subject to accessioning by the Defense Documentation Center, and those not yet accessioned by the Defense Documentation Center.

c. At least 90 days prior to dis-establishment, the Director of Technical Information, DDRE, and the Director of Army Technical Information, OCRD, or their representatives, will examine, on site the non-DDC holdings of the center. Disposition of subject holdings will be decided upon by the Director of Technical Information, DDRE, with the assistance of Director of Army Technical Information and the chief of the center, and will conform with the existing statutes covering disposition of official records.

d. Complying with appropriate security directives, documents of value not previously accessioned by DDC will be transmitted to DDC. Documents which cannot be accessioned by DDC will be destroyed or forwarded to another information center having related interests and suitable security status.

e. The Director of Technical Information, DDRE, the Director of Army Technical Information, and the chief of the center will insure that all formal documents prepared by the center have been received by DDC.

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PIN 004439-000

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OneCol FORMATTER .WIN32 Version 133

PIN: 004439-000

DATE: 12- 6-00

TIME: 17:24:35

PAGES SET: 8

DATA FILE: C:\wincomplyonatan.fil

DOCUMENT: AR 70-22

DOC STATUS: NEW PUBLICATION